

INDIVIDUAL PERSONAL COMPUTER SECURITY PLAN

(All sections must be completed. Use plain paper for continuation, as needed)

SYSTEM ID: HQ-_____ (INITIAL NUMBER ASSIGNED BY ISSM)

DATE OF PLAN: ____/____/____

INITIAL ACCREDITATION					
RE-ACCREDITATION					
DECOMMISSION		ISSO SIGNATURE		EFFECTIVE DATE	

SECTION I. PERSONAL INFORMATION

	NAME	ORGANIZATION	MAIL STOP	TELEPHONE NUMBER
I-1. ISSO				
I-2. ALTERNATE ISSO				
I-3. PRIMARY USER				
I-4. LOCATION, BUILDING:		ROOM NUMBER:		

SECTION II. SYSTEM IDENTIFICATION

II-1. TYPE OF PERSONAL COMPUTER: (SELECT ONE) DESKTOP OR LAPTOP _____

II-2. SINGLE USER OR MULTI-USER: _____ NUMBER OF USERS: _____ (LIST ADDITIONAL USERS ON PAGE ATTACHMENT 5-3)

* II-3 IS TO BE COMPLETED BY THE USER'S RESPONSIBLE FEDERAL MANAGER. REFER TO RISK LEVEL TABLE FOR EXPLANATION OF RISK LEVEL DETERMINATION

II-3. INFORMATION RISK LEVEL: (SELECT ONE) ExcessiveLy High, High, Medium, or Low: _____

HIGHEST CLASSIFICATION LEVEL: _____ CATEGORY: _____

II-4. EQUIPMENT CONFIGURATION IDENTIFICATION: DOE PROPERTY TAG NUMBER (CPU ONLY): _____

MANUFACTURER	COMPLETE MODEL NUMBER	MANUFACTURER	COMPLETE MODEL NUMBER
CPU:		PRINTER:	
PLOTTER:		SCANNER:	
OTHER:		OTHER:	

II-5. EQUIPMENT CONFIGURATION (YES, IF PRESENT. NO, IF NOT)

FIXED HARD DRIVES:	REMOVABLE HARD DRIVES:	READ ONLY COMPACT DISC DRIVE:
3 ½ INCH DISKETTE DRIVE:	ZIP/JAZZ DRIVE:	RECORDABLE COMPACT DISC DRIVE:
TAPE DRIVE		A/B SWITCH (Show Model number)

II-6. SOFTWARE IDENTIFICATION:

TYPE OF SOFTWARE	MANUFACTURER & PRODUCT NAME	VERSION
OPERATING SYSTEM		
SECURITY SYSTEM		
COMMUNICATIONS		
VIRUS PROTECTION		

SECTION III. INTERCONNECTION INFORMATION

III-1. IS THE IS CONNECTED TO ANY OF THE FOLLOWING?	YES/NO
A. LIMITED NONSCHEDULED CLASSIFIED DATA TRANSMISSIONS VIA TYPE II ENCRYPTION DEVICE? (IF YES, ENCRYPTION DEVICE MANUFACTURER IS: _____ HIGHEST CLASSIFICATION LEVEL AUTHORIZED IS: _____)	
B. CLASSIFIED LAN? IF YES, WHICH ONE(S)?	
C. OTHER CLASSIFIED SYSTEM? IF YES, IDENTIFY SYSTEM AND ITS SECURITY PLAN	
D. UNCLASSIFIED CONNECTION? IF YES, IDENTIFY SYSTEM	

SECTION IV. ADDITIONS TO THE DOE HQ MASTER IS SECURITY PLAN (USE A CONTINUATION SHEET IF NECESSARY)

IV-1. STATEMENT OF THREAT	
IV-2. RISK ASSESSMENT	
IV-3. CONTINGENCY PLAN	
IV-4. COMMENTS	

SECTION V. DEVIATIONS FROM THE DOE HQ MASTER IS SECURITY PLAN (USE A CONTINUATION SHEET IF NECESSARY)

V-1. MASTER PLAN REFERENCE(S)	
V-2. ALTERNATE PROCEDURE(S)	

SECTION VI. TO BE COMPLETED BY THE RESPONSIBLE FEDERAL MANAGER.

BY SIGNING BELOW I ATTEST TO THE ACCURACY OF THE SYSTEM CONFIGURATION AS SHOWN IN SECTIONS II-4 THROUGH II-6. I ALSO ASSUME THE RESIDUAL RISK ASSOCIATED WITH THE USE OF THE SYSTEM TO PROCESS CLASSIFIED INFORMATION.		
RESPONSIBLE FEDERAL MANAGERS NAME	SIGNATURE	DATE

SECTION VII. CERTIFICATION/ACCREDITATION SIGNATURES

BY SIGNING BELOW, THE FOLLOWING OFFICIALS ASSURE A FULL UNDERSTANDING OF THEIR RESPONSIBILITIES AS PRESCRIBED IN THE MASTER IS SECURITY PLAN, AND THAT THE ABOVE INFORMATION IS CORRECT.

	PRINTED NAME	SIGNATURE	DATE
VII-1. PRIMARY USER ASSURANCE			
VII-2. ISSO CERTIFICATION			
VII-3. TEMPEST COORDINATOR	(Required for systems processing Top Secret) Sharon Shank		
VII-4. ISSM ACCREDITATION	Bonita S. Agee		
VII-5. THE SYSTEM REPRESENTED BY THIS PLAN IS ACCREDITED TO PROCESS CLASSIFIED INFORMATION UP TO AND INCLUDING THE LEVEL OF:	ACCREDITATION DURATION (NUMBER OF MONTHS)	NUMBER OF "APPROVED FOR CLASSIFIED" STICKERS REQUIRED	

SECTION I (CONTINUED)

ADDITIONAL USERS

SYSTEM ID: HQ-_____

ORGANIZATION CODE:_____[illegible]

INDIVIDUAL PERSONAL COMPUTER SECURITY PLAN INSTRUCTIONS

THE INDIVIDUAL PERSONAL COMPUTER SECURITY PLAN DETAILS SPECIFIC SYSTEM CHARACTERISTICS, WHICH INCLUDES THE UNIQUE SYSTEM ID THAT IS ASSIGNED BY THE ISSM. THIS INDIVIDUAL SECURITY PLAN ASSURES THAT THE ASSIGNED COMPLIES WITH THE STANDARD CLASSIFIED GUIDELINES AND DOCUMENTS PERSONNEL, SYSTEM, AND INTERCONNECTION INFORMATION; AS WELL AS ANY INTERCONNECTION BETWEEN THE IS AND A STU-III SV/DS. FINALLY, THIS INDIVIDUAL SECURITY PLAN DOCUMENTS ADDITIONS TO, AND DEVIATIONS FROM, THE DOE HQ MASTER IS SECURITY PLAN, ALONG WITH SIGNATURES INDICATING CERTIFICATION AND ACCREDITATION. IT SHOULD BE NOTED THAT THE INDIVIDUAL PERSONAL COMPUTER SECURITY PLAN IS USED WITH THE MASTER IS SECURITY PLAN AND IT IS NOT USED TO GAIN ACCREDITATION TO PROCESS CLASSIFIED INFORMATION IN AND OF ITSELF.

THIS FORM IS DIVIDED INTO SIX SECTIONS.

SECTION I - PERSONAL INFORMATION: THIS FIRST SECTION, PERSONAL INFORMATION, IS SELF-EXPLANATORY AND INCLUDES THE NAME, ORGANIZATION, MAIL STOP, AND TELEPHONE NUMBER OF THE PRIMARY USER (U/SO), ISSO, AND THE ALTERNATE ISSO. ADDITIONAL USERS ARE LISTED IN THE SPACE PROVIDED ON PAGE ATTACHMENT 5-3.

SECTION II - SYSTEM IDENTIFICATION: THE SECOND SECTION, SYSTEM IDENTIFICATION, INCLUDES THE TYPE OF SYSTEM (DESKTOP OR LAPTOP), WHETHER IT IS A SINGLE OR MULTI-USER SYSTEM AND THE NUMBER OF USERS, INFORMATION SENSITIVITY LEVEL OF CONCERN, HIGHEST CLASSIFICATION LEVEL AND CATEGORY OF THE INFORMATION TO BE PROCESSED, A DESCRIPTION OF THE SYSTEM CONFIGURATION, AND THE IDENTIFICATION OF THE OPERATING SYSTEM, SECURITY, COMMUNICATIONS AND VIRUS PROTECTION SOFTWARE PACKAGES.

SECTION III - INTERCONNECTION INFORMATION: THIS BRIEF SECTION REQUESTS INFORMATION ON THE SYSTEM INTERCONNECTION AND STU-III CONNECTION AND TRANSMISSION CAPABILITIES.

SECTION IV - ADDITIONS TO THE MASTER PLAN: THIS SECTION IS DEVOTED TO THE COMPLIANCE OF THE SYSTEM TO THE DOE HQ MASTER IS SECURITY PLAN. THIS SECTION SHOULD DESCRIBE ANY ADDITIONAL SAFEGUARDS IMPLEMENTED IN THE IS THAT DO NOT APPEAR IN THE MASTER IS SECURITY PLAN.

SECTION V - DEVIATIONS FROM THE MASTER PLAN: THIS SECTION IS DEVOTED TO ANY WAYS IN WHICH THE SAFEGUARDS IMPLEMENTED FOR THE SYSTEM DEVIATE FROM THOSE DESCRIBED IN THE MASTER IS SECURITY PLAN. ANY DEVIATIONS MUST BE LISTED AND ALTERNATIVE METHODS OF PROTECTION DESCRIBED.

SECTION VI - MANAGERS ACCEPTANCE OF RISK STATEMENT AND SIGNATURE: THIS SECTION PROVIDES THE MANAGERS APPROVAL FOR THE USER TO PROCESS CLASSIFIED INFORMATION AND VERIFICATION THAT THE HARDWARE/SOFTWARE CONFIGURATION DESCRIBED ON THIS DOCUMENT IS ACCURATE.

SECTION VII - CERTIFICATION/ACCREDITATION SIGNATURES: THIS SECTION PROVIDES A PLACE FOR EACH SECURITY OFFICIAL TO CERTIFY COMPLIANCE WITH THE DOE CLASSIFIED COMPUTER SECURITY PROGRAM AND THAT SAFEGUARDS ARE IMPLEMENTED TO PROTECT CLASSIFIED PROCESSING ON THE INFORMATION SYSTEM. IT ALSO PROVIDES DOCUMENTATION AT WHAT CLASSIFICATION LEVEL AND CATEGORY THE SYSTEM HAS BEEN ACCREDITED TO PROCESS AND THE DURATION (IN MONTHS) THE SYSTEM HAS BEEN ACCREDITED TO PROCESS CLASSIFIED INFORMATION.